

Annexure – 25

(6.1)

(Admission Procedure)



P. K. UNIVERSITY

SHIVPURI (M.P.)

University Established Under section 2(F) of UGC ACT 1956 Vide MP Government Act No 17 of 2015

Ref. No.

Date.....

The Required information in *Proforma for submission of information by State Private Universities* which is asked under **D. Admission Process, 6.1 how are students selected for admission to various Courses?**

The students are admitted in UG and PG Program/courses on percentage basis as per University ordinance.

The admission for Ph.D. programme is done by an entrance exam as per the university ordinance.

Copy of **Ordinance** is attached.

Vice Chancellor

**P. K. University
Shivpuri (M. P.)**

VICE CHANCELLOR

**P.K. UNIVERSITY
SHIVPURI (M.P.)**

Registrar

**P. K. University
Shivpuri (M. P.)**

REGISTRAR

**P.K. UNIVERSITY
SHIVPURI (M.P.)**

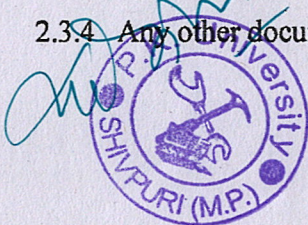
ORDINANCE No. 2, of 2016**ADMISSION, ENROLLMENT AND MIGRATION****DEFINITIONS:**

In this Ordinance, unless there is anything repugnant in the subject or context;

- 1.1 "Equivalent" examinations mean an examination which has been conducted by;
- 1.1.1 Any recognized Board of Higher Secondary Education, or
- 1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
- 1.1.3 Any other foreign qualifications considered equivalent by appropriate authority.
- 1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of P.K. University.

ADMISSION PROCEDURE:

- 2.1 Admission in the University shall be made strictly on the basis of Merit.
- 2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies.
- 2.3 The application for admission shall, among others, be accompanied by.
- 2.3.1 The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student,
- 2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
- 2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
- 2.3.4 Any other document as required by Concerned Institution.



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Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

- 2.4 No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- 2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- 2.6 No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.
- 2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.
- 2.8 Admission of students to all institutions except those for Medicine, Dentistry, Nursing and Pharmacy in each academic year shall be completed by the first day of the academic session concerned.

Provided that, the Head of an institution may, in his/her discretion, admit a student to the institution till 31st July, and for special reasons with the approval of the Vice-Chancellor, by the 14th August of that year.

Provided where, 31st July or 14th August is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30th Sept. or as prescribed by Apex Body.

Provided that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled,

- 2.9 The list of admitted student in medical & other related courses should also be made available to MCI DCI to as well as Director Medical Education deptt. Govt, of M.P. and Admission & Fee Regulation Committee constitute under M.P. Niji Vyavasayik Shikshan Sansthan (PraveshkaViniyaman Avam Shulkka Nirdharan) Adhinyam 2007 within One week from the last date of admission.
- 2.10 The admission procedure as prescribed if any, by Medical Education Department Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.



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3.0 LATE ADMISSIONS:

- 3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.
- 3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

TRANSFER OF STUDENT:

- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:

- i. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
- ii. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

DISCIPLINE:

- 5.1 Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University.
- 5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absentism, the Head of the Institution with the approval of Vice-Chancellor may, according to the nature and gravity of the offence:
- i. Suspend such a student from attending classes for not more than a week at a time; or
 - ii. Expel such a student from the institution; or



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- iii. Disqualify such a student from appearing at the next ensuing examination, or
 - iv. Rusticate such a student.
- 5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 5.4 The Head of the Institution concerned shall have power to suspend, for such time as May necessary, a student temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remains suspended for completion of an inquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.
- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

ENROLMENT OF STUDENTS:

- 6.1 A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.
- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.
- 6.3
- i. No student shall be deemed to have been admitted to any Course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.
 - ii. The fee for enrolment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows;

- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.



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- ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).
- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations has been followed.

MIGRATION:

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.

However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE etc..

CONSIDERATION FOR SPECIAL CATEGORIES:

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt, or applicable extant instructions applicable from time to time.



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ORDINANCE No. 12, of 2016**DOCTOR OF PHILOSOPHY (Ph.D)****(Ordinance as per UGC Regulation 2009)**

The ordinance shall be called "Ordinance" governing doctoral degree. The ordinance will be governed on such rules & regulations as per approval from board of management of the university framed in accordance of regulation/ norms laid by UGC from time to time.

Eligibility for enrolment for doctor of philosophy (Ph.D.)

1.1 A candidate for enrollment for the degree of philosophy must, at the time of application, hold master's degree with at least 55% marks or an equivalent grade of University/ deemed university or any other university incorporated by any law for the time being in force and recognized by the university (Five percent marks will be relaxed for SC/ST/ Other category candidates).

1.2 A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he/she has obtained his/her master's or bachelor degree in Engineering/Technology/Applied Sciences or other streams. Provided that, research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done masters or bachelor degree in engineering/ Technology/ Applied Sciences or other streams, shall be decided by the Academic council.

A candidate must apply for registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

- (i) His/ her qualification and experience.
- (ii) Proposed subject/ discipline along with the relevant faculty in which he/ she proposes to work.
- (iii) Proposed title of the Ph.D. thesis.
- (iv) Name of the Supervisor (along with name of co-supervisors, if any)

(Strictly from the university list of approved supervisors & co-supervisors) under whom he/ she wishes to work and the place/places at which he/ she wishes to carry on investigations together with the consent of the supervisor and co-supervisor.

(v) Certificate of qualifying the UGC / CSIR / DST/ National or state level fellowship /NET / GATE / GPATISLET, if any

(vi) Letter granting teacher 's following, if any

(vii) Address Contact number, mobile number, email- id & other contact details.

3 Availability of Seats.

Depending upon availability of Supervisor/Co-supervisor the number of seat shall be decided, provided that

- (i) A supervisor shall not have at a time, more than 08 Ph.D. scholars as supervisor and 06 Ph.D. scholars as co supervisor in case of a professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. scholars as supervisor in case of other, in any university as less research centers in India and aboard. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

4 Admission Procedure

(1) The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:

- (i) To prepare panel of name of papers setters in various subject and submit them to the University.
- (ii) To arrange for entrance test.
- (iii) To arrange for interview.
- (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
- (v) To resolve problems, if any.
 - (a) Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT SLET/NET/M.Phil. shall be admitted directly without the entrance test.

(b) Candidate who has been awarded teachers fellowship by statutory bodies for during Ph.D. degree shall also be admitted directly without the entrance test.

(c) All other candidates will be selected through entrance test.

5. Structure of Test

Entrance test will be conducted on following:

During Two Hour

Question Paper

Part 1 Research methodology

Part 2 Related Subjects

6. Interview and allotment

(1)- Each student shall have to appear in an interview. The interview board shall consist of the following members.

- (i) Vice chancellor or his nominee as chairman
- (ii) Dean of school
- (iii) One of the chairman of relevant (board of studies) to be nominated by the vice chancellor.
- (iv) One of the recognize supervisors in university teaching department in the subject to be nominated by the vice Chancellor.
- (v) One subject expert to be nominated by the vice chancellor.

One third of the total members shall complete the quorum. However presence of the subject expert shall be complete the quorum. However presence of the subject expert shall be essential. If the Dean of School is not available, the Vice Chancellor may then appoint. a Senior Professor of any University Teaching Department as member.

(2) The interview shall be conducting in the University Teaching Department.

(3) The candidate shall be called for interview in the following order

- (i) Candidate who have qualified UGC/CSIR/DST/National or state level Candidates who have been granted teacher fellowship by a statement body.
- (ii) Candidate who have been guaranteed teacher following by a statement body.
- (iii) Candidate according to merit list of the entrance examination.

(4) At the time of interview, the candidate are expected to discuss are expected to discuss their research interest/area, choice of supervisor and co-supervisor (if any)

For the candidates belonging to category as mentioned in Para 6(3) 1&2 , 100% weight shall be on the interview for the candidates mentioned in para 6(3) (111) the weight as of the interview marks shall be 40% where as 40% weight as shall be given to the return entrance exam. Conducted as per Para 5 and remaining 20% weight as shall be given to aggregate of qualifying P.G examination.

(5) .The allotment board then shall finalized the list of the names of the candidates admitted to the Ph.D in the concerned subject.

a. The candidate in category:

(i) Of sub Para 6(3) above shall be admitted first, secondary, the candidates in category .

(ii) Shall be admitted in that order in thesis categories if there are more than one candidate having equal marks than merit shall be decide according to the percentage of marks at the qualifying PG examination

b. As possible the allotment board shall allot the preformed place of research work and the perform supervisor and co- supervisor if any shall also approve the purpose title of the these however, the candidate may change tile of his/her thesis, after prior approved by research degree committed (RDC), the candidate may however, be allowed to take another chance for allotment in next admission processed if he does not want to change preferences in the first instant.

(6) The admission process must be complete by the last date for admissions decide by the University for the Course.

(7) A merit list shall be prepared on the basic of entrance test an interview as mentioned in PARA 6(4) and shall be declare as the result for the entrance examination by register.

(7) Fees

Registration fee for Ph.D. program is to be paid to the university at the prevalent rates as announced by the university from time to time. The total program fee must be pain before submission of Ph.D. thesis.

(8) Course Work

(a) After having been admitted, each PhD. student shall undertake course work in the subject as per guideline of UGC of a minimum period of six months i.e. one semester. The course shall include curriculum on research methodology it may also involve reviewing of published ~~research~~ in the relevant field.

(b) Evaluation-

- (i) The course work shall carry does credit (1 credit- equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.
- (ii) The details of the specific subject shall be decided by the department/school.
- (iii) The procedure for admission shall be laid down from time to time by the Academic Council.
- (iv) University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.
- (v) A candidate shall be declared to have successful completed the course, if he/she has successfully passed semester examinations with minimum 65% or equivalent grade as mentioned above. Minimum 6 credits to be earned during the coursework for successful completion.

9.0 Research Centre

A candidate may pursue his research work Ph.D. degree in the university Teaching Department in the subject concerned.

Or

Research Centre i.e an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research. Organization of Government/repute corporate establishment with established R&D Laboratories etc.), recognized as a research Centre by the Academic Council: Provided that a M.O.U. shall have to sign between the University& the Institute / Organization.

- (a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at and industry of international repute involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D infrastructure for conducting research, which must be Government on India approved R&D Centre and shall be recognized for this purpose by the BOM of the University.
- (b) A candidate permitted to work such Industry as stated in above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry such

supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate., Professor of the university.

- (c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs/ DRDO Labs or Labs or repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in above para, shall also be required to take at least one supervisor/co-supervisor from the establishment. Such supervisor/co-supervisor should be scientist/Director of the R&D Center not below the rank of Associate professor of the university.

10.0 Supervisor/Co-supervisor

- (a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:
- (b) The professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

Or

- (c) An Associate Professor or Reader in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

Or

An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least three year teaching experience with PhD

Or

A director/ Scientist/ professor / or an equivalent cadre in an organization of national/ international repute not below the rank of an associate professor of the university, working as regular employee or retired and who has published at list five papers in peer reviewed standard journals of repute.

- (a) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.

- (b) A person who wants to get himself/herself recognized as a supervisor/co-supervisor shall apply in the prescribed Performa, duly forwarded by Head/Principle/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

11.0 RDC

- (1) After successful completion of Pre PhD course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of these (finally decided by candidate) duly forward by the supervisor by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with Signatures of candidate, supervisor, co-supervisor and head of the institution on each of the copy on each of the page.
- (2) The candidate shall be required to make an oral presentation of the proposal work before the research Degree Committee (RDC) consisting of the following members:-
- (i) Vice Chancellor of his nominee- chairman.
 - (ii) Dean of the school concerned.
 - (iii) Chairman board of studies of the subject in the school.
 - (iv) Head of one professor of the university teaching department all in the case of non-availability of professor one associate professor of the university teaching department if the subject.
 - (v) One external subject expert of the rank of university professor to be appointed by the vice chancellor ordinary out of a panel of a 5 expert given by the dean of the school concerned external expert and to other members shell from the quorum.

Note-(a) on the request of the supervisor vice chancellor may permit him to be present and the observed during the oral presentation of his candidate.

- (b) No. T.A. and D.A shall be payable to candidate and supervision for attending the Recharge Degree Committee meeting.

The meeting of research Degree Committee (RDC) shall be held in the University office twice year. The Committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor. Submitted under section 11 of this Ordinance and recommend the eligibility of the person for the appointment as supervisor / co-supervisor. The committee shall also prepare if

list for approved supervisors/co-supervisors, along with their specialization as per provision of this ordinance. This list shall be available with the registrar.

- (3). After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor (if any), and place of research work, the candidate shall be registered for PhD/degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the registration and sum to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) to the university.
- (5) If the RDC makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC if self. The letter of registration shall be issued mentioning the approved title.
- (6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 month time. The dean of the School shall examine the revised synopsis, he will approve the same. The letter of registration shall then be issued by the registrar.
- (7) If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.
- (8) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the registrar. In case, only the caution money deposited by the candidate shall be refunded.

12.0 Period for submission of thesis

- (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 month after successfully completion of course works at the research centre and not later five calendar year from the date of registration. In case a candidate does not submitted his/her thesis within five calendar year, from e date of registration and does not apply for extension in time, his/her registration shall and automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati. If the candidate applies for extension at least one month before the expire of registration period together with a fee as prescribed by the University. In case candidate does not submit his/her thesis within the extended period his/her registration shall stand automatically cancelled.

Provide also that after the expiry of five years from the date of registration the Kulpati may permit a candidate to get registration on the same topic on payment of a re-registration fees as prescribed by the university the condition of minimum period of 24 month and attendance shall not apply to such re-registered candidate for summation of the thesis. For re-registration approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No. extension in this period is allowed. The registration will stand automatically canceled after 9 years from the date of original registration. After this period if a candidate desire to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

(b) A teacher candidate with five years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months after successful completion of course work.

13. Change of Supervisor

Only under special circumstance, the candidate may be allowed to change the supervisor the vice chancellor on the recommendation of the committee constituted by the vice chancellor for the purpose. No change in the topic of research will be permitted due to change of supervisor.

14. Six Monthly Report

The university shall obtain every six month a record of attendance, progress report of the work of research scholar from his supervisor as per appendix for which shall be scrutinized by the dean of the school. Those candidates who fail to deposited fees, the vice chancellor on the recommendation of the dean of the Faculty may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

15. Summary of thesis and Appointment of examiner

- (a) The candidate shall submit 10 copies of the summary of the thesis together with a list of research papers published of accepted publication in the peer reviewed standard journals of repute as approved the university from time to time though his her supervisor to the register about 3 months prior to the anticipated date of submission of thesis.
- (b) The supervisor shall submit to the register in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the rank of associate professor of a university. Teaching department for college professor, ~~from~~ outside the

jurisdiction of this university. At least half of the name should be from outside the state another panel of the list 6 examiner, actively engaged in the concerned area of research and not below the rank of associate professor of a university. From outside the jurisdiction of this university shall be submitted by chairman board of studies examination committees of the concern department in which the candidate is perusing Ph.D.

- (c) In case the candidate related to the supervisor then the first panel of examiner shall be obtained from Head University teaching department of the subject concerned of a senior professor nominate by vice chancellor.
- (d) The vice chancellor shall appoint to examiners out of two aforesaid panel submitted by the supervisor and examination committee respectively. The consent of examiner shall be obtained by sending them the summary and list of publication.

Note: The summary shall be send by post airmail/ email.

16. Pre Submission Defense Committee

- (i) Prior submission of thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the university.
- (ii) However prior to the submission of draft Ph.D. thesis and PSDC the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the University from time to time, in which the candidate is the sole author or one of the co-authors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- (iii) The candidate shall make a Pre-submission Defense, base on that draft thesis, in the university teaching department in the subject or any place in the University premise fixed by the university for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor to the university in the Performa given in Appendix 5.

17.0 Submission of Thesis

1. After getting an approval from PSDC as mentioned in Para 15, the candidate can finalize his/her thesis.
2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be type written only on one side of pages. It may then be photocopied (Only one side of the pages) for producing multiple copies.
3. The Candidate shall submit the thesis to the university as follows:

-
- (i) Three hard bound copies of the thesis, and
 - (ii) Soft copy in the form of CD (in Three copies)
-

4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.

- (a) Thesis should be forwarded by head of the Department.
- (b) The thesis must be accompanied by a declaration form the candidate as per (appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
- (c) The certificate from the supervisor together with Co-supervisor, if any, as per (Appendix 3)

Note – (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

18.0 Evaluation of thesis and viva-voce examination

- (i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be send to the two examiners already Consented
- (ii) The thesis to be accepted for the award of the Ph.D. degree must comply of the following conditions:

- (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

(iii) The examiners shall categorically recommend in the prescribed Performa (Appendix 07) acceptance, revision or rejection of the thesis .He shall also give detailed comments on the points spend out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies . The examiner must also give a list of at least ten questions he wishes to be asked at the vice-voce. Examination

- (iv) (a) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.

- (b) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another Examiners from the panels of Examiners.
- (c) If one Examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third Examiner, drawn from the panels of Examiners as constituted at par 15 (b) by the Vice chancellor, without the reports of earlier Examiner, the third Examiner shall be asked to give his/her opinion and his opinion shall be final.
- (d) Incase both the original Examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third Examiner, and the third Examiner accepts the thesis for the award of the degree, the candidate shall be called upon to appear at the viva-voce Examination before a board of Examiners comprising of the Supervisor, Co supervisor (if any) and one of two Examiners (as per Para 14(b), selected by the Vice chancellor, who have accepted the thesis for the award of the Ph.D degree . In case the candidate is related to the supervisor, then the Vice chancellor shall appoint Head of Studies/ institution/ Chairman Board of studies of the subject concerned to act as Vice-voce examiner, in place of the Supervisor
- (e) The Supervisor/Head of the concerned Department/Chairman Board of Studies of the subject concerned, as the case, may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date Provided that in special circumstances, Kulapati may appoint alternate viva-voce examiner from the panel of examiner, if both the external examiners are not in a position to conduct the viva-voce examination.
- (f) The viva-voce examiner shall be conducted at the concerned department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board, of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar to confidential cove.
- (g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty research scholars and other interested persons present

in open viva. After the presentation of the research work the Board shall ask question together with those questions which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.

- (h) In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The Same examiner/external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

(v) If the examiner recommend that the candidate be asked to revise/improve his thesis , the Vice-Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months ,the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.

(vi) In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/she carried out the work.

(vii) The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case the candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected . if he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of (clause 17 iv.d of the Ordinance).

In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down under Para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

19. Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics and computer courses).

20. Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this approved for award of the Ph.D. degree of the University.

21.0 Award of Ph.D.

After the successful viva-voce, the Vice Chancellor shall have powers to issues Notifications for the award Ph.D. degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting .One copy of the thesis will be kept in the University Library and another copy will be kept in the Department Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process, and announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University/Institution

22.0 Reports of examiners

After the declaration of the results the successful candidates may be provided the copies of reports examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

23.0 Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force , shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement , as laid down in this Ordinance.

24.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance , or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion/advise of a Committee consisting of any or all the Directors of the Departments/Institution/Schools. The decision of the Vice-Chancellor shall be final.

25 The Reservation to SC/ST/Other category shall be applicable as per the ~~provision~~ of the State Government of Madhya Pradesh.

Appendix-1

PROFORMA FOR SYNOPSIS

- 1 Title of the thesis
- 2 Introduction : Giving purpose of research (in about 200 word)
- 3 A brief review of the work already done in the field.
- 4 Noteworthy contributions in the field of proposed work.
- 5 Proposed methodology during the tenure of the research work.
- 6 Expected outcome of the proposed work.
- 7 Reference in standard format.
- 8 List of published papers of the candidate.

Signature of the Supervisor

Signature of the Candidate

Date.....

Date

Signature of Co supervisor (if any)

Date

Appendix-2

DECLARATION BY THE CANDIDATE

I declare that the thesis entitled

Is my own work conducted under the supervision of Dr.....

(Supervisor/Co-Supervisor) at

(Center).....

Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the center

I further declare that to the best of my knowledge the thesis does not contain my part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date :

Place:

Appendix-3

CERTIFICATE OF THE SUPERVISOR CERTIFICATE

This is to certify that the work entitled is a
piece of research

work done by Shr./Smt./Ku. Under
My/Our Guidance and

Supervision for the degree of Doctor of Philosophy of.....
University (M.P.) India.

I certify that the candidate has put in an attendance of more than 240 days with me. To the best of my knowledge and
belief the thesis:

- i Embodies the work of the candidate himself/herself.
- ii Has duly been completed.
- iii. Fulfill the requirement of the ordinance relating to the Ph.D. degree of the University:

Signature of the Co-Supervisor

Signature of the Supervisor

Date :

Date:

Appendix - 4

CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period
from..... to
of the research scholar.

1. Name of the research scholar
2. Subject
3. Topic registered for Ph.D Degree
4. Name of the Supervisor
5. Name of Co-Supervisor (if any)
6. Description of the guidance on the topic

Period with dates the Candidates has been
with the guide for research work (It may also
indicate the date of leave availed by the candidate
during the above period).

Remarks of the supervisor on the work done by the candidate on Topic.

Fees paid vide receipt No Date

Date:

Place:

Signature of the Supervisor

Date:

Place:

(signature of head of institution where the

Candidate was registered for Ph.D.degree)

Address:

Appendix -5

FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D thesis entitled

.....

..... Submitted by Shri/Smt./Ku.

is forwarded to the university in six copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name Seal

Date:

Place:

(Signature of Head of institution where the

Candidate was registered for Ph.D. degree)

Signature of the Supervisor Date:

Date:

Address

Place:

.....

Appendix-6

EXAMINERS REPORTS ON Ph.D. THESIS

Title of thesis

.....

Name of candidate Shri/Smt./Ku.

Subject: Faculty

1. Thesis is recommended for them Award of Ph.D. degree. Yes/ No

2. The thesis be revised on the Lines Detailed

below

3. The thesis be rejected (Please write Yes/No, as the case may be)

Thesis requiring only minor revisions should also be covered in the category and suitable remarks detailing minor revisions required, is/are to be enumerated. Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated.

DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

- (a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

Date :

(Signature of the Examiner)

Place :

Full Name & Address

.....

Appendix-7

PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE

This is to certify that vide notification no.

Dated of this university, the Board of Management has decided that the degree of Ph.D. in

(Subject) be awarded to

The title of Ph.D. thesis is

The title of Ph.D. thesis The Ph.D. degree has been awarded in compliance of the "University Grants Commission minimum Standards and procedure for award of M.Phil/ Ph.D. degree) Regulation, 2009"

Registrar

Date: